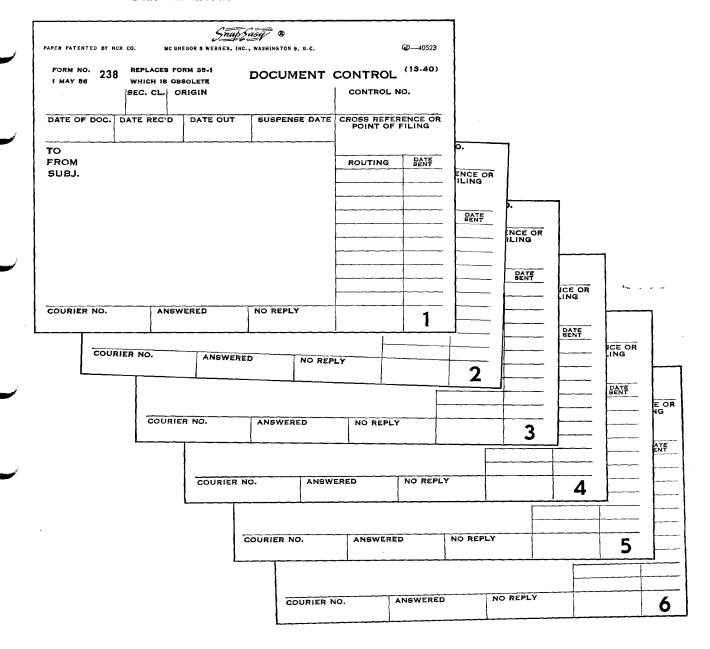
Approved For Release 2002/08/26 : CIA-RDP74-00005R000200060040-3

-GORRESPONDENCE - GENERAL

d. Document Control, Form 238

25X1

This six-part form is designed to provide intraoffice mail control when the volume of correspondence justifies using control measures. Generally other transmittal or routing slips are unnecessary when this form is used.



-63-

EXHIBIT 12

Approved For Release 2002/08/26 : CIA-RDP74-00005R000200060040-3

<u> </u>	CONT IDENTIFIED	25X
	-60	RRESPONDENCE - GENERAL

e. Routing and Record Sheet, Form 610

25X1

The extent of review and concurrence in offices through which correspondence may pass is often indefinite. Therefore, for correspondence of more than a routine nature, provision should be made for extended routing. Routing and Record Sheet serves this purpose. In addition, it provides space for added comments and serves as a protective covering over the original.

	E ONLY ROUTIN	G AND	RECOR	D SHEET
SUBJECT: (Optional)				
FROM:			EXTENSION	NO.
1				DATE
TO: (Officer designation, raom number, and building)	D	ATE	OFFICER'S	COMMENTS (Number each comment to show from who
1,	MECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each commen
1.	1			
2.	t			
3.	<u> </u>			
	1			
4.				
5.				
6.				
7.	 			
8.				
9.	t			
10.				
11,				
12.				
13.		1		
14.				
15.				
13.		1	ĺ	

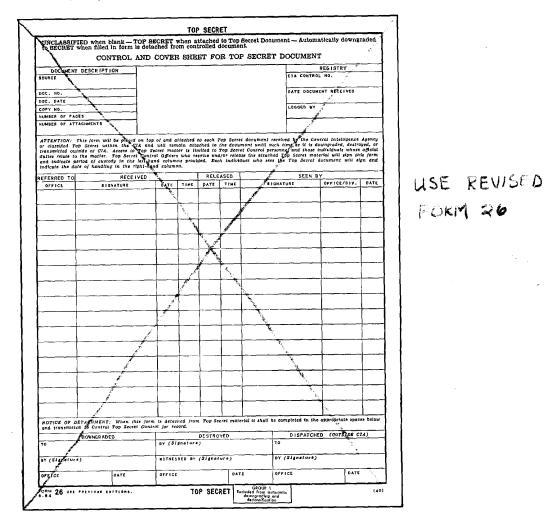
ACTUAL SIZE - $8" \times 10\frac{1}{2}"$

EXHIBIT 13

f. Control and Cover Sheet for Top Secret, Form 26

25X1

The use of this form is mandatory. It shall be used as a cover sheet for all correspondence classified Top Secret, and to record the name of each person who sees the document. A Form 26 is prepared and attached to each copy of Top Secret correspondence transmitted within the Agency.



ACTUAL SIZE - 8" x $10\frac{1}{2}$ "

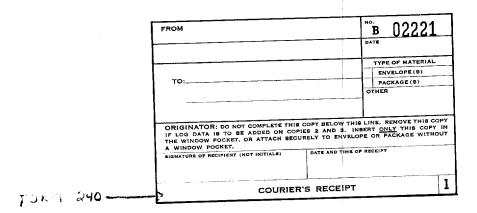
EXHIBIT 14

25X1	

CORRESPONDENCE - GENERAL

g. Courier Receipt and Log Record, Form 240

All envelopes or packages containing material classified CONFIDEN-TIAL and above, and transmitted between buildings within or outside CIA, are customarily accounted for by Courier's Receipts. Receipts are prepared in an original and two copies. Copy one is inserted in window pocket or securely attached to envelope or package without window pocket. Copies 2 and 3 contain logging information for use by originator and recipient. When log data has been added to the Courier Receipt, copy 3 shall be inserted inside the package to be delivered to the addressee. The copy #3 becomes the log record in the receiving office.



WHITE RECEIPT - FOR MATERIAL CLASSIFIED CONFIDENTIAL OR SECRET

		OFFICE	SIGNATURE	SIGNATURES		
	L			PIC	PICKUP	
COURIERS' CLASSIFIED MAIL RECEIPT	Symbol	Receipt No.	OF SUBSEQUENT COURIERS	Date	Time	
		THIS DATE		1		
ro			2.			
FROM			3		ļ	
TYPE OF MATERIAL			4.		<u> </u>	
111001 1111			Б.			
SEALED ENVELOPE			0.			
SKALED PACKAGE			0,			
		:	7:	-	+	
LOCKED MAIL BAG CERTIFICATION OF G	OOD CONDIT	ION	8.			
THE PARTY INDICATED HEREON IS RE-			RECEIP	RECEIPT		
CEIVED IN GOOD CONDITION UNLESS OTHER	WISE NOTED ON		BY (Signature)	Date	Time	
1. SIGNATURE OF ORIGINAL COURIER	- Tokap 2-a					
					(25-	
Form No. 240a Replaces Form 240a, 1 Apr 55 and 35-16A which are obsolete.		16-72960	-1 BPO		(20	

Form 240a (pink) is used for transmitting Top Secret material.

EXHIBIT 15